

## **Application for Order to Seal Document**

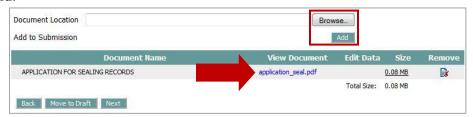
*Note!* Read and review Chapter 16 rule 16.405(1). Electronic filers are responsible for complying with the Chapter 16 rules for electronic filing.

- 1. Prepare the necessary documents.
- Access the Existing Case.
   Note! When creating a new case, add party information and the necessary documents to initiate the case.
- 3. In the Document Category field, select Application.
- 4. In the Document Type field, select **Application for Sealing Records.**



Note! Do not check the Filed under order to seal checkbox.

- 5. In the Document Location field, click the **Browse** button.
- 6. Locate the Application to Seal document (not illustrated).
- 7. Click Add.



- 8. The added document will display at the bottom of the filing.

  Note! Click the document name to open and review the submitted document.
- 9. In the Document Category field, select **Proposed Documents**.
- 10. In the Document Type field, select **Proposed Document to be Sealed.**

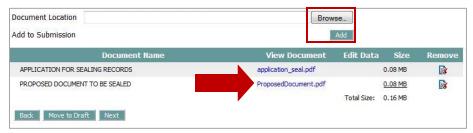


Note! Do not check the Filed under order to seal checkbox.



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- 11. In the Document Location field, click the **Browse** button.
- 12. Locate the Application to Seal document (not illustrated).
- 13. Click Add.



*Note!* The eFiling system will automatically secure the document for presentation to the Judge.

14. Click Next.



15. On the Review and Approve the Filing page, verify all information is correct, click **Submit the Filing**.



The information contained in the training materials for the Iowa Judicial Branch Electronic Data Management System (EDMS) is for instructional purposes only and is not intended to and does not constitute legal advice under any circumstance.